

16 March 1964

MEMORANDUM FOR: Fine Arts Commission

SUBJECT: Visit of ED on Wednesday, 18 March

STAT 1. Arrangements have been made with [redacted] for the visit of Mr. Brock Arms and his assistants to arrive about noon on Wednesday, 18 March 1964. In pursuance of the contract for the paint design and in connection with the supplemental contract for advice on other matters extra to paint design but affecting the decor of the building, the following matters will be discussed.

a. Whether the mixing of the colors in lieu of Martin Sensor paints is satisfactory.

b. Inspection of the communications and signal centers along with an examination of whether new furniture in some limited regard is recommended.

c. Redecoration of the main reception center.

d. The possibility of benches in waiting areas proximate to the cafeteria.

e. The development of some plan for handling signs and advertisements (such as for safety belts and movies).

f. The control of the space around the Recreation Association booth in the North Cafeteria entrance.

g. Decor of the small "sit-down cafeteria."

h. Rugs and furniture.

i. Telephone booths.

j. **Snack bars.**

STAT The foregoing are items which [redacted] thinks should be discussed now. Many of them were the subject of the ISD Report or have come up in our previous discussions.

STAT 2. It is proposed that at 4 pm on 18 March the FAC meet in the Chairman's office with Mr. Arms and [redacted] to listen to the result of their discussions on the above subjects accomplished earlier in the afternoon and to offer such advice and counsel as may be helpful.

STAT
[redacted]
Chairman
Fine Arts Commission

STAT cc: Asst to DCI [redacted]
C/LSD/OL
Ch, FAC

Attachment -
Schedule of Painting--to be discussed at meeting

achment

Schedule of Painting

1. Our problem appears to be to develop a normal maintenance painting schedule for the Headquarters Building which will, without disruption to good logistical management, achieve the greatest psychological impact in the shortest time possible.

2. It seems reasonable to assume that the greatest psychological impact will be gained by redecorating where the most people will see the new paint, either in their work areas or in getting to their work areas.

3. Therefore, one approach is to determine on which floors the most people are concentrated. Unfortunately, this is indeterminate. Figures on personnel strength are available only by organizational components, many of which are on several floors or scattered throughout the building.

4. Another approach is to equate concentration of people with square feet of office space on each floor. I had hoped that Logistics could come up with figures from which we could calculate square feet on each floor to be involved in maintenance painting, and I proposed to do the following:

- a. Get total number of square feet of office type space on each floor.
- b. Get total square feet of office space which would be painted as part of reconfiguration on each floor.
- c. Get total square feet of office space which would not be painted, in any case, at this time; e.g., Library Reading Room, DCI suite of offices, OCS computer room.
- d. Add b and c and subtract from a for each floor.

5. Unfortunately, only the first element of figures is available. However, I did get some blueprints from which I have done some rough calculation.

6. It also occurs to me that square feet of floor space does not necessarily give a true picture either of concentration of people or of square feet of wall space to be painted. Only masonry walls will be painted; much of the partitioning shown on the blueprints is metal. Consequently, floor space is little indication of how long it would take to paint the walls.

7. Nevertheless, this exercise has not been in vain, for in studying the blueprints, it occurs to me that the obvious solution to our problem is to suggest that all corridors and corridor doors be painted first, starting on the ground floor and working up. Everyone enters the building through the ground floor or first floor entrances; everyone would immediately feel the impact. In time, all corridor doors, inside and out, would be a color, and everyone would go through a colored door to get to his work area. It seems to me that the work could be accomplished within a relatively short time, certainly within a year, and would extend throughout the building so that no employee would feel slighted. (Present condition of the newly painted experimental doors indicates that kick-plates are mandatory, incidentally.)

8. It's my personal opinion that this would have far greater impact than painting all the outside walls and columns first as I believe ISD suggested. If the corridors were painted and kept clean, it might even encourage people to clean up their offices.

